

Surplus Property Team Standard Operating Procedures

Job Title: Warehouse worker (Gus Cansino)

Job Summary: Receive, price and sell merchandise at the Draper facility. Perform inventory duties, assist in the coordination of auctions, and organize the property inside the warehouse at the Draper Facility.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Quarterly (Q), Yearly (Y), and as Needed (AN)

- Sells surplus property at the Draper site. This includes helping customers, processing payments, and filing paperwork once property has been sold. (D)
- Receives property into the Draper site. This includes counting, pricing property, placing it on the warehouse floor (or outside), and inputting information about in-coming property in the PLUS system. (D)
- Assists in the preparation and activities associated the State surplus property auctions. (AN)
- Drives the surplus truck to pick-up property from agency locations. Operates the forklift to move property around at the Draper site. (W)
- Responsible to process property that is salvaged or scraped. This includes the processing of the SP3 forms. (W)
- Reconciles the inventory records so that the paper inventory matches the actual items on the sales floor. (W)
- Process SP1's, numbers, receives, prices, and stages incoming property on the warehouse floor to sell. (D)
- Operates and maintains an accurate inventory, records, report requirements, daily transactions and compliance checks. (D)
- Assists in the sealed bids process to insure procedures are adhered to. (AN)
- Locates, solicits, and markets state property. Continually solicits donees/customers to obtain knowledge of their immediate and potential property needs. (W)
- Assists the Surplus Property Manager in security responsibilities at the Draper site. (D)
- Responsible to organize all surplus property inside and outside the warehouse. (D)
- Prepare property for auction by creating property lots, assigning lot numbers, and preparing documentation. (AN)
- Perform other auction support functions. (AN)

Miscellaneous information to be used as a reference to complete the tasks or processes listed above

- See the attached "Input/Output Form" for Warehouse workers

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- The following portions of the Surplus Property Weekly Report are submitted by the PUO: Estimated Value of Property Received and On-hand in \$, Public Sales and Account Receivables, Walk-in Customers, SP-1's Received, SP-1's Open, SP-1's Closed.

Person that backs me up when I am on vacation or sick?

- The other Federal and State Warehouse workers.